

# TERMS OF REFERENCE



**APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE EQUIPMENT  
AND SERVICES TO THREE TVET COLLEGES IN SOUTH AFRICA**

**ICT EQUIPMENT IN SUPPORT OF TEACHING AND LEARNING**



# **APPOINTMENT OF A SERVICE PROVIDER(S) TO PROVIDE EQUIPMENT AND SERVICES TO THREE TVET COLLEGES IN SOUTH AFRICA: EQUIPMENT IN SUPPORT OF ICT TEACHING AND LEARNING**

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## **1. PURPOSE**

- 1.1 To appoint a service provider(s) to:
  - 1.1.1 Provide a range of equipment to three selected public TVET Colleges,
  - 1.1.2 Install and commission (inclusive of training of relevant lecturers) the equipment supplied; and
  - 1.1.3 Train selected lecturers (6 lecturers x 4 campuses of the three colleges) in the use, care and maintenance of the equipment supplied.

## **2. BACKGROUND**

- 2.1 The public TVET Colleges are governed by the Continuing Education and Training Act, Act 16 of 2006 and fall within the jurisdiction of the Department of Higher Education and Training (DHET). According to the Act, the task of a public TVET College is to -
  - (a) Register students for all learning and training programmes leading to qualifications at levels 2 to 4 of the National Qualifications Framework or such further education and training levels determined by SAQA and 50 contemplated in the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), which levels are above general education but below higher education; and;
  - (b) take responsibility for the registration of students, the provision and delivery of the curriculum and the assessment of students.
- 2.2 The UNDP, in association with DHET identified three public TVET Colleges to be supported to improve their offerings to students in engineering studies with a focus on the automotive manufacturing sector.
- 2.3 The three beneficiary colleges are –
  - 2.3.1 Northlink College, Belville and Wingfield Campuses, Cape Town, Western Cape
  - 2.3.2 Coastal KZN College, Swinton Road Campus, Mobeni, eThekweni
  - 2.3.3 Tshwane South TVET College, Centurion, City of Tshwane.

## **3. PROBLEM STATEMENT**

Research and feedback from employers indicate that graduates are not sufficiently prepared for the world of work. The reasons are plentiful but at the core are their inability to work with modern, 4IR equipment and a lack of soft skills. Combined these are the two main reasons for graduates not being able to find employment.

- 3.1 Colleges do not have modern digital equipment that are aligned to factory needs in a new 4IR environment.

- 3.2 Colleges do not sufficiently train students in soft skills such as innovative/creative thinking, teamwork, work ethics, leadership and problem solving). At the same time college lecturers are not trained in the delivery of soft skills.
- 3.3 COVID-19 has elevated the need for blended on-line and remote learning. The pandemic has also illustrated that lecturers are not well prepared to work in a digital learning environment.

## **4 SCOPE OF SERVICES**

The successful bidder(s) is expected to provide the following:

- 4.1 Equipment that meets the specifications as set out below.
  - 4.2 Brand the equipment supplied with branded stickers or materials provided by the UNDP
  - 4.3 Deliver, install and commission (where necessary) the equipment supplied
  - 4.4 Provide training to relevant college lecturers in the use, care and maintenance of the equipment supplied.
  - 4.5 Undertake the maintenance for a one-year period including transfer of skills.
- General information on the scope of services
- 4.6 Not all three colleges will receive the same equipment, these will differ in accordance with the needs of the three colleges.
  - 4.7 Some of the equipment is generic and will be supplied to all three colleges.
  - 4.8 Delivery campuses will be clearly indicated in the equipment lists.
  - 4.9 All delivery costs, installation, commissioning and training should be included in the price offering.
  - 4.10 The bidder can suggest where such training should take place. It can be on-site or if appropriate, virtual.
  - 4.11 All equipment should have a three-year warranty.
  - 4.12 After sales services for one year after installation and a 24-hour turn-around time for support service and defects.

## **5. DELIVERABLES**

- a) Bidders should bid for complete the complete list below. No partial bids will be considered.
- b) The successful bidder(s) must provide a project schedule that corresponds to the supply, delivery, installation, configuration, training and warranty related to the following:

**ICT TO SUPPORT TEACHING AND LEARNING:** This batch is for a number of ICT equipment that will assist lecturers in blended teaching and learning. The proposed solution should target TVET Colleges.

In preparing Colleges to implement the solution, bidders should make proposals on how training will take place – on-site or on-line and will it be done per college or can all lecturers be trained together. The proposed solution should be described and reflected in the price.

The list below describes in more detail what is required from bidders.

<i>It is the intention to procure ICT products. These will be delivered, installed, commissioned and the necessary training will be provided at the Swinton Road Campus of Coastal KZN College, Belville and Wingfield Campuses of Northlink College and Centurion Campus of Tshwane South College.</i>
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## **6. TIME FRAME**

The specified requirements are expected to be delivered immediately post award and contract signature and service providers must align their timeframes service requirements as stipulated in section 4 above in line with UNDP procurement processes.

## **7. BID PRICES**

Bidders must express prices for their services in South African currency (Rand). All prices must be inclusive of Value Added Tax and costs to be incurred that are necessary for the execution and completion of the contract in accordance with the bid document. Prices will remain firm for the duration of the contract.

## **8. BID EVALUATION SYSTEM**

The evaluation system will be as per UNDP supply chain management processes.

## **9. AWARDING OF BID**

The awarding of bid will be as per UNDP supply chain management processes.

**ICT EQUIPMENT TO SUPPORT TEACHING AND LEARNING**

**Sites:** Coastal KZN College, Swinton Road Campus, Mobeni, eThekweni  
Northlink College, Belville Campus, Cape Town  
Northlink College, Wingfield Campus, Cape Town  
Tshwane South College, Centurion Campus, Tshwane

Item	Description	Description of Make and Model offered	Qty	Nett unit price excl Vat	Nett Total Price excl Vat
<b>INTERACTIVE WHITE BOARDS</b>					
1	<ul style="list-style-type: none"><li>• Pen and finger touch.</li><li>• Able to connect mobile devices with screen sharing -integrate with laptops and smartphones</li><li>• Wifi connectivity.</li><li>• Android and IOS</li><li>• Wall mount bracket</li><li>• 5m HDMI cable</li><li>• Minimum size: 78 in / 200 cm</li><li>• Resolution 1920 x 1080 or higher</li><li>• 350 cd/m² brightness</li><li>• Include explanatory brochures/descriptions.</li></ul>		4		
<b>DATA PROJECTORS</b>					
2	<ul style="list-style-type: none"><li>• Short throw</li><li>• 16000 contrast</li><li>• VGA, HDMI and LAN</li><li>• Ceiling mount</li><li>• Lamp life: at least 5000 hours in normal mode</li><li>• Horizontal and vertical keystone correction</li><li>• White Light Output 3,200 Lumen - 1,800 Lumen (economy)</li><li>• Resolution XGA, 1024 x 768, 4:3</li><li>• Include explanatory brochures/descriptions</li></ul>		4		

**NOTEBOOK COMPUTERS**

3	<ul style="list-style-type: none"> <li>• Intel® Core™ i51135G7 Processor (8M Cache, up to 4.20 GHz)</li> <li>• 15.6" HD SVA eDP ant glare, narrow bezel bent for HD camera (1366 x 768)</li> <li>• 32GB DDR43200 2DIMM 2 SLOT</li> <li>• 256GB PCIe NVMe Value</li> <li>• No Optical Drive</li> <li>• Intel® Iris® Xe Graphics</li> <li>• Windows® 10 Pro x64</li> <li>• Intel® Dual Band WiFi6 AX201 802.11a/b/g/n/ac (2x2) WLAN and Bluetooth® 5 Combo , No HSPA Module , (1) HDMI 1.4b, (1) USB 3.1 TypeC,(3) USB 3.1 Gen1, (1) RJ45, (1) Headphone / Microphone Combo Jack.</li> <li>• 1 Year carry in warranty</li> <li>• Include explanatory brochures/descriptions.</li> </ul> <p><b>Important note:</b> The notebook computers will be delivered to:</p> <ul style="list-style-type: none"> <li>• Belville (30) and Wingfield (30) campuses, Northlink College, Cape Town</li> <li>• Centurion campus (30), Tshwane South College, City of Tshwane</li> <li>• No computers are earmarked for Costal KZN TVET College</li> </ul>		90		
	<b>Total excluding VAT</b>				
	<b>VAT (15%)</b>				
	<b>Total including VAT</b>				